

## EXECUTIVE SECRETARIAT

## Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO	✓			
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EE0				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	S VIA				
18	AO/DCI				
19	C/IPD/OIS				
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SUSPENSE		Date			

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4/18/83  
Date

31 MAR 1983

MEMORANDUM TO  
HEADS OF FEDERAL AGENCIES

Executive Registry

83-2070

Because of occasional changes of senior executives, periodically the National Archives reminds department and agency heads of our mutual concerns for safeguarding the historical records produced by Federal agencies. As Archivist of the United States, one of my most important responsibilities is the identification of that small portion of Federal records that warrants preservation for future research use. Records created by cabinet officers, their senior advisors, and the heads of Federal bureaus, commissions, administrations, and services represent important sources of Federal policy and decision making activities. To help us in preserving this documentary heritage, I need your support to ensure that no Federal records are destroyed or removed from Federal custody without proper authority. A related issue of joint concern is the sometimes difficult problem of separating personal papers from official documents. To help in making this distinction, the General Services Administration has issued Federal Property Management Regulation Bulletin B-106, which I have enclosed. Familiarity with the provisions of this bulletin may assist government officials, particularly when they are leaving office, in ensuring that the official record remains intact.

I would appreciate your support in the effort to preserve the historical record of the Federal government. I therefore request your assistance in guaranteeing the availability of these materials for future generations by sharing this guidance with the appropriate officials in your agency.

*Robert M. Warner*

ROBERT M. WARNER  
Archivist of the United States

Enclosure

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